**Proxy Form and Notes**

**British Association for Early Childhood Education (“Early Education”)**

**Name of member appointing the proxy:**

**Address:**

**Before completing this form, please read the explanatory notes overleaf.**

I appoint the Chair of the meeting or (see note 3)

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|  |

as my proxy to attend, speak and vote on my behalf at the general meeting of Early Education to be held on **13 September 2022** to be held online via video conference and at any adjournment of the meeting.

This form is to be used in respect of the resolutions mentioned below as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Resolution No 1. | \*for | \*against | \*abstain | \*as the proxy thinks fit |
| All other resolutions properly put to the meeting | \*for | \*against | \*abstain | \*as the proxy thinks fit |

\*Strike out whichever is not desired.

Unless otherwise instructed, the proxy may vote as he or she thinks fit or abstain from voting.

Signed: …………………………………….

Dated: ……………………………………

**Notes to the proxy form**

1. As a member of Early Education you are entitled to appoint a proxy to exercise all or any of your rights to attend, speak and vote at a general meeting of Early Education. You can only appoint a proxy using the procedures set out in these notes.
2. Appointment of a proxy does not preclude you from attending the meeting and voting in person. If you have appointed a proxy and attend the meeting in person, your proxy appointment will automatically be terminated.
3. A proxy does not need to be a member of Early Education but must attend the meeting to represent you. To appoint someone other than the Chair of the meeting as your proxy, insert their full name and address. You are responsible for ensuring that they attend the meeting and are aware of your voting intentions. If you do not specify a different person then the Chair of the meeting will act as your proxy.
4. To direct your proxy how to vote on the resolutions, mark the appropriate box with an “X”. If no voting indication is given, your proxy will vote or abstain from voting at his or her discretion. Your proxy will vote (or abstain from voting) as he or she thinks fit in relation to any other matter which is put before the meeting.
5. To appoint a proxy using this form, the form must be:

completed and signed;

sent or delivered to Early Education at 2 Victoria Square, St Albans, AL1 3TF; and

received by Early Education no later than 4.00pm on Friday 9 September 2022.

1. As an alternative to completing this hard-copy proxy form, you can appoint a proxy electronically by emailing a completed copy of the form to office@early-education.org.uk. For an electronic proxy appointment to be valid, your appointment must be received by Early Education no later than 4.00pm on Friday 9 September 2022.
2. If you wish to change your instructions, submit another form. The appointment received last before the latest time for the receipt of proxies will take precedence.
3. To revoke your proxy instructions, send notice clearly stating that the instructions are revoked and ensure that the notice is executed in the same way as you must execute the proxy form.